



1. Has your employee been applying the knowledge and/or skills he/she learned from the HHS Academy at your workplace?

**(Y/N)**

2. How do you know this?

- I have observed his/her behavior
- He/she showed me tools from the Academy
- We met and discussed his/her attendance
- Feedback from my employee's direct reports
- Other, please specify

3. Since attending the Academy, how confident are you in your employee's ability to:

- Interact with staff in an effective and appropriate manner
- Encourage decision making at the lowest possible levels
- Provide written and verbal feedback to improve employee job performance
- Work with staff according to their abilities

4. Please use the following scale to respond to their **frequency** of job application of each skill or behavior learned in the program:

**(Rarely/Seldom/Occasionally/Frequently/Very Frequently)**

- Emotional Intelligence
- Monitoring Behavior
- Communication
- Using decision making strategies to meet business objective
- Setting measurable goals
- Involving employees
- Getting work done while avoiding "micro-managing"
- Identifying appropriate resources when legal issues arise (i.e. adverse actions, EAP, FMLA, grievance)
- Using the stages of team development to guide the team toward group goals
- Ongoing coaching and performance feedback
- Preparing and conducting performance evaluations
- Working with staff according to their abilities

5. Please use the following scale to show the **effectiveness** of applying the skills and behaviors learned from the training:

**(Not much improvement/Somewhat improved/Moderately improved/Definitely improved/Significantly improved)**

- Emotional Intelligence
- Monitoring Behavior
- Communication
- Using decision making strategies to meet business objective
- Setting measurable goals
- Involving employees
- Getting work done while avoiding "micro-managing"
- Identifying appropriate resources when legal issues arise
- Using the stages of team development to guide my team toward group goals
- Using the progressive disciplinary process when appropriate
- Preparing and conducting performance evaluations
- Working with staff according to their abilities



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6. The CHHS Academy is contributing to your employees' success as a supervisor:  
**(Strongly Agree/Agree/Mildly Disagree/Strongly Disagree)**

7. Listed below are the objectives from the program. After reflecting on the course, please indicate the course's degree of success in meeting the objectives by checking the appropriate box for each item:  
**(Very Limited Success/Limited Success/Generally Successful/Completely Successful)**

- Interact with staff in an effective and appropriate manner
- Encourage decision making at the lowest possible levels
- Prepare and conduct appropriate performance evaluations within State standards
- Work with staff according to their abilities
- Identify appropriate resources when legal issues arise

8. Please consider the scheduling of the Academy: Having the classes scheduled 1 day per week with several weeks between classes is preferable to having 5 consecutive days of class:  
**(Strongly Disagree/Disagree/Agree/Strongly Agree)**

9. The schedule contributes to my employee's ability to apply what he/she has learned in the workplace:  
**(Strongly Disagree/Disagree/Agree/Strongly Agree)**

10. The schedule is less disruptive on my employee's workload:  
**(Strongly Disagree/Disagree/Agree/Strongly Agree)**

11. The schedule provided more opportunity for me to discuss my employee's learning and application to the job:  
**(Strongly Disagree/Disagree/Agree/Strongly Agree)**



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